

## Classification of Change: Associated Action and Form Requirements

Policy Action	Major Change	Minor Change	Depends on Specifics	PAC Review	PPC Review /Approval	Form Required
Add a policy	X			X	X	Administrative Policy Plan (UM1641)
Retire a policy	X			X	X	Comp Review or Change Request (UM1648)
Comprehensive Review	X			X	X	Comp Review or Change Request (UM1648)
		X		X		Comp Review or Change Request (UM1648)
<b>Policy Revisions outside of the Comp Review (see specific changes below)</b>						
Major revision to a policy (e.g., whole new direction)	X			X	X	Comp Review or Change Request (UM1648)
One or more new requirements - policy	X			X	X	Comp Review or Change Request (UM1648)
Change in stated thresholds - policy	X		X			Depends on final classification
Change in threshold - procedure			X			Depends on final classification
Change in rates			X			Depends on final classification
Approval changes			X			Depends on final classification
New Exception			X			Depends on final classification
New or Revised Definitions		X				None
New or Revised Contacts		X				None
New or Revised Form		X				None
Revision to add clarity, not to change intent/content		X				None
Fixes (punctuation, spelling)		X				None
New or removed "related information"		X				None
New or revised FAQ		X				None
New or revised appendix			X			Depends on final classification
Responsibility changes			X			Depends on final classification
New or revised procedure			X			Depends on final classification
Link fixes		X				None

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